

**AG® RENEWAL CHECKLIST**

Before submitting your AG renewal, be sure you have **included** these important items.

NOTE: To view forms necessary to renew your credential, you must be signed into the icapgen.org website. Forms are located under the "Renew Your Credentials" section.

1. **Accreditation Renewal Form** (download at [www.icapgen.org](http://www.icapgen.org/))

If eligible for Option A, include a summary of client research performed in the last 5 years ***specific to your area of accreditation under renewal***. See **Accreditation Renewal Form** for more details**.** If Option B is chosen, a detailed summary of TWO requirements completed ***specific to your area of accreditation under renewal*** from the **Education and Skill Building List** located at the end of the **Accreditation Renewal Form**.

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1. **Letter of Genealogical Activities**

A full description of general genealogical activities completed within the past five years.

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A full description of research activities and projects ***specific to the area of accreditation under renewal***

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completed within the past five years.

1. **Research Report or Article** Check online at [www.icapgen.org](http://www.icapgen.org/) to view sample reports and submissions. A written research report containing original research (7 to 10 hours) performed by you that is approximately 5-8 pages, single-spaced, (or 2,500-4,000 words) in length.

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A research objective that is clearly stated at the beginning of the report and addressed through your research process.

A summary of your research results in the conclusion of the report.

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Complete citations included as footnotes that support all of your presented evidence. Specific suggestions for future research, ongoing research given in the conclusion of the report, including but not limited to call numbers, URLs, film numbers, etc.

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Family group records (or relationship charts, if you're submitting an article) of all families discussed in your report (must be personally prepared and not generated from a commercial website).

Research calendars or logs corresponding to your research that include 1) complete citations of sources;

2) results of each search; and 3) assigned document numbers, where needed.

Both positive and negative searches mentioned in research calendars and the report. If submitting an article, it must be an article that has been published in an approved genealogical journal dealing with a family in the area of accreditation under renewal.

**Other items to consider when writing your report:**

Did you address each point of evidence in the report, with more detailed analysis, where needed? Did you resolve any points of conflicting evidence?

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Did you support all conclusions in the report with solid logic and valid evidence?

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Was all evidence presented in the report directly related and intrinsic to the research objective? Does your report have a nice visual presentation? Is it easy to read?

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Have you carefully proofread your report for grammar and spelling errors?

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1. **Signed ICAPGenSM Professional Ethics Agreement** (download at [www.icapgen.org)](http://www.icapgen.org/)

**To submit your renewal:**

Email your submission to renewals@icapgen.org. ***Questions?Emailusa******t renewals@icapgen.org***

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